Marlboro Free Library

Annual Reorganization Meeting Minutes

Monday, July 7, 2025 at 7:00pm

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 7:00 p.m.

II. **Pledge to the Flag:** Tessa DeBella led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Benjamin Kolansky, Recording Secretary- Tessa DeBella, and Library Director, Lindsay Jankovitz.

IV. **Visitor's Forum**
None present.

V. **Approval of Agenda**

RESOLUTION 1-7-7-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the agenda for the meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. **Approval of Minutes- July 1, 2024-** ***EXHIBIT I***

RESOLUTION 2-7-7-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the minutes of the July 1, 2024 Annual Reorganization Meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VII. Affirmation of Nominating Committee Report- Slate of Officers

Board members were polled for any other nominations for board offices. No other nominations were offered.

VIII. Oath of Office Administered to Incoming Board Members

Board President, Denise Garofalo, administered an Oath of Office to elected trustee, Cheryl Werba. Cheryl Werba was reelected to the Board of Trustees for a five-year term.

IX. Election of Officers

Board members directed Board President, Denise Garofalo, to cast a single vote for the recommended Slate of Officers.

RESOLUTION 3-7-7-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle for Denise Garofalo to cast a single vote for the recommended Slate of Officers.

Denise Garofalo casted a single vote for the proposed 2025-2026 Slate of Officers:
President: Denise Garofalo
Vice-President: Kelli Kavanaugh
Secretary: Cheryl Werba

VOICE VOTE: 5-0-0 ALL YES CARRIED

X. Oath of Office Administered to Board Members

Board Vice-President, Kelli Kavanaugh, administered the Oath of Office to elected Board President, Denise Garofalo.

Board President, Denise Garofalo, administered the Oath of Office to elected Board Vice-President, Kelli Kavanaugh.

Board President, Denise Garofalo, administered the Oath of Office to elected Board Secretary, Cheryl Werba.

Board President, Denise Garofalo, administered the Oath of Office to trustee Anita Jean McMonigle.

Board President, Denise Garofalo, administered the Oath of Office to trustee, Benjamin Kolansky.

Board President, Denise Garofalo, administered the Oath of Office to Library Director, Lindsay Jankovitz.

XI. Official Designations

RESOLUTION 4-7-7-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the following official designations for 2025-2026:

VOICE VOTE: 5-0-0 ALL YES CARRIED

A. **Appointment of Library Treasurer**
Catherine Cosman was appointed Library Treasurer.

B. **Oath of Office Administered to Incoming Library Treasurer**
At the time of the meeting, Catherine Cosman is away on vacation. An Oath of Office will be administered by a board officer upon Cathy's return.

C. **Recording Secretary:** Tessa DeBella

D. **Bank:** Key Bank

E. **Attorney:** Daniel Martuscello of the Rusk, Wadlin, Heppner & Martuscello Law Firm; & Robert Schofield of Whiteman, Osterman, & Hanna, LLP.

F. **Auditor:** Nugent & Haeussler, CPA

G. **Ulster County Library Association Representative:** Lindsay Jankovitz

H. **Newspaper:** *Southern Ulster Times*

I. **Establishment of Meeting Day & Time:** 1st Monday of the month at 7:00pm, unless this date falls on a holiday, then the meeting will be held on the second Monday at 7:00pm. Board meetings are not held in August.

J. **Re-adoption of Policy Manual:** On file at the Library, available for review.

K. Re-adoption of Long-Range Plan of Service –*EXHIBIT II*

L. Appointment of Records Management Officer: Lindsay Jankovitz

M. Record Retention Disposition Schedule: Records Retention and Disposition Schedule ED-1.

N. Library Staff List

1. Lindsay Jankovitz
2. Lois Diorio
3. Tessa DeBella
4. Dorothy Dabro
5. Brooke Waite
6. Ashley Poulin
7. Sydney Corwin
8. Michelle DeSando
9. Jonathan Garofalo
10. Diana Burke

O. Library Substitute/Page List

1. Ava Todisco
2. Emma Stoebling
3. Roland Lin
4. Elizabeth Ferrer-Alfonso

P. Key Roster & Access Code List- *EXHIBIT III*

Q. Verification of Time Capsule Location & Contents- *EXHIBIT IV*

R. Basic Facility Plan- EXHIBIT V

S. Notary

1. Lindsay Jankovitz

T. Passport Acceptance Agent

1. Brooke Waite

XII. Appointment of Standing Committees

Board President, Denise Garofalo, made the following standing committee appointments for 2025-2026:

A. Finance: Benjamin Kolansky & Anita Jean McMonigle
B. Personnel: Denise Garofalo
C. Policy Manual: Denise Garofalo
D. Friends of the Library: Cheryl Werba
E. Building & Grounds: Kelli Kavanaugh
F. Technology: Denise Garofalo

G. **Planning:** Kelli Kavanuagh
H. **Liaison to UCLA:** Lindsay Jankovitz
I. **Nominating:** To be appointed in April 2026, if needed

XIII. Appointment of Service Providers

RESOLUTION 5-7-7-25
A motion was made by Anita Jean McMonigle and seconded by Kelli Kavanaugh to appoint the following service providers for 2025-2026:

A. **Electrical:** Porpiglia Electric
B. **Plumbing:** Royal Class Service
C. **Lawn Maintenance & Snow Removal Combination Contract:** Zambito Lawn Mowing & Maintenance
D. **Fuel Oil & Burner Service:** Depew Oil Company
E. **Minor Repairs & Installations**
    1. Door Control
    2. D.J. Heating & Air Conditioning
    3. Superior Roofing of Saugerties
    4. Safeco
F. **Trash Removal:** LaMela Sanitation

XIV. New Business

A. Signatories

RESOLUTION 6-7-7-25
No updates were made to the Library's bank signatories.

A motion was made by Benjamin Kolansky and seconded by Cheryl Werba to approve the bank signatories for the 2025-2026 fiscal year as follows: Lindsay Jankovitz, Denise Garofalo, Catherine Cosman, Benjamin Kolansky, and Anita Jean McMonigle.

VOICE VOTE: 5-0-0 ALL YES CARRIED

B. 2025-2026 Conflict of Interest & Whistleblower Forms

Board members received both the Conflict of Interest & Whistleblower policies.

XV. Motion to Adjourn

Board President, Denise Garofalo, adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Lindsay Jankovitz

Marlboro Free Library

Annual Reorganization Meeting Agenda

Monday, July 7, 2025 at 7:00pm

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Agenda**

V. **Approval of Minutes- Reorganization Meeting- July 1, 2024-** ***EXHIBIT I***

VI. **Affirmation of Nominating Committee Report- Slate of Officers**

VII. **Oath of Office Administered to Incoming Board Members**
- A. **Cheryl Werba (5-year term)**

VIII. **Election of Officers**
- A. **Election of President**
- B. **Oath of Office Administered to Incoming President**
- C. **Election of Vice-President**
- D. **Oath of Office Administered to Incoming Vice-President**
- E. **Election of Secretary**
- F. **Oath of Office Administered to Incoming Secretary**

IX. **Official Designations**
- A. **Appointment of Library Treasurer**
- B. **Oath of Office Administered to Incoming Library Treasurer**
- C. **Recording Secretary**
- D. **Bank- Key Bank**
- E. **Attorney- Daniel Martuscello of the Rusk, Wadlin, Heppner & Martuscello Law Firm & Robert Schofield of Whiteman, Osterman, & Hanna, LLP.**
- F. **Auditor- Nugent & Haeussler, CPA**

G. Ulster County Library Association Representative
H. Newspaper- Southern Ulster Times
I. Establishment of Meeting Day & Time
J. Re-adoption of Policy Manual –on file at the Library, available for review
K. Re-adoption of Long-Range Plan of Service –*EXHIBIT II*
L. Appointment of Records Management Officer
M. Record Retention Disposition Schedule
N. Library Staff List
    1. Lindsay Jankovitz
    2. Lois Diorio
    3. Tessa DeBella
    4. Dorothy Dabro
    5. Brooke Waite
    6. Ashley Poulin
    7. Sydney Corwin
    8. Michelle DeSando
    9. Jonathan Garofalo
    10. Diana Burke

O. Library Substitute/Page List
    1. Ava Todisco
    2. Emma Stoebling
    3. Roland Lin
    4. Elizabeth Ferrer-Alfonso

P. Key Roster & Access Code List- *EXHIBIT III*
Q. Verification of Time Capsule Location & Contents- *EXHIBIT IV*
R. Basic Facility Plan- *EXHIBIT V*
S. Notary
    1. Lindsay Jankovitz

T. Passport Acceptance Agent
    1. Brooke Waite

X. Appointment of Standing Committees
A. Finance
B. Personnel
C. Policy Manual
D. Friends of the Library
E. Building & Grounds
F. Automation
G. Nominating

H. **Planning**
I. **Liaison to UCLA**

XI. **Appointment of Service Providers**
- A. **Electrical**
  1. **Porpiglia Electric**
- B. **Plumbing**
  1. **Royal Class Service**
- C. **Lawn Maintenance & Snow Removal Combination Contract**
  1. **Zambito Lawn Mowing & Maintenance**
- D. **Fuel Oil & Burner Service**
  1. **Depew Oil Company**
- E. **Minor Repairs & Installations**
  1. **Door Control**
  2. **Superior Roofing of Saugerties**
  3. **Safeco**
  4. **United HVAC**
- F. **Trash Removal**
  1. **LaMela Sanitation**

XII. **New Business**
- A. **Signatories**
- B. **2025-2026 Conflict of Interest & Whistleblower Forms**

XIII. **Motion to Adjourn**

Respectfully submitted,

Lindsay Jankovitz

Marlboro Free Library

Annual Reorganization Meeting Minutes

Monday, July 1, 2024 at 7:00pm

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 7:00pm.

II. **Pledge to the Flag:** Kelli Kavanaugh led the Pledge to the Flag.

III. **Attendance**

Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Benjamin Kolansky, Anita Jean McMonigle, Library Director- Christina Jennerich, and Recording Secretary- Lindsay Jankovitz.

IV. **Visitor's Forum**

None present.

V. **Approval of Agenda**

RESOLUTION 1-7-1-24
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the agenda for the meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. **Approval of Minutes- July 10, 2023-** ***EXHIBIT I***

RESOLUTION 2-7-1-24
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the minutes of the July 10, 2023 Annual Reorganization Meeting as presented.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VII. Affirmation of Nominating Committee Report- Slate of Officers

Board members were polled for any other nominations for board offices. No other nominations were offered.

VIII. Election of Officers

Board members directed Board President, Denise Garofalo, to cast a single vote for the recommended Slate of Officers.

RESOLUTION 3-7-1-24
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle for Denise Garofalo to cast a single vote for the recommended Slate of Officers.

Denise Garofalo casted a single vote for the proposed 2024-2025 Slate of Officers:
Denise Garofalo, President
Kelli Kavanaugh, Vice-President
Cheryl Werba, Secretary

VOICE VOTE: 5-0-0 ALL YES CARRIED

IX. Oath of Office Administered to Board Members

There are no new incoming board members for the 2024-2025 fiscal year.

Board Vice-President, Kelli Kavanaugh, administered the Oath of Office to elected Board President, Denise Garofalo.

Board President, Denise Garofalo, administered the Oath of Office to elected Board Vice-President, Kelli Kavanaugh.

Board President, Denise Garofalo, administered the Oath of Office to elected Board Secretary, Cheryl Werba.

Board President, Denise Garofalo, administered the Oath of Office to elected Trustee, Benjamin Kolansky.

Board President, Denise Garofalo, administered the Oath of Office to elected Trustee, Anita Jean McMonigle.

X. Official Designations

RESOLUTION 4-7-1-24
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the following official designations for 2024-2025:

VOICE VOTE: 5-0-0 ALL YES CARRIED

A. **Appointment of Library Treasurer**
Catherine Cosman was appointed Library Treasurer.

B. **Oath of Office Administered to Incoming Library Treasurer**
At the time of the meeting, Catherine Cosman is away on vacation. An Oath of Office will be administered by a board officer within ten days of the Reorganization Meeting.

C. **Recording Secretary:** Lindsay Jankovitz

D. **Bank:** Key Bank

E. **Attorney:** Daniel Martuscello of the Rusk, Wadlin, Heppner & Martuscello Law Firm; & Robert Schofield of Whiteman, Osterman, & Hanna, LLP.

F. **Auditor:** Nugent & Haeussler, CPA

G. **Ulster County Library Association Representative:** Christina Jennerich

H. **Newspaper:** *Southern Ulster Times*

I. **Establishment of Meeting Day & Time:** 1st Monday of the month at 7:00pm, unless this date falls on a holiday, then the meeting will be held on the second Monday at 7:00pm. Board meetings are not held in August.

J. **Re-adoption of Policy Manual:** On file at the Library, available for review.

K. **Re-adoption of Long-Range Plan of Service –*EXHIBIT II***

L. **Appointment of Records Management Officer:** Christina Jennerich

M. **Record Retention Disposition Schedule:** Records Retention and Disposition Schedule ED-1.

N. Library Staff List

1. Christina Jennerich
2. Lindsay Jankovitz
3. Lois Diorio
4. Dorothy Dabro
5. Emily Amoia
6. Diane Darling
7. Brooke Waite
8. Tessa DeBella
9. Ashley Poulin
10. Michelle DeSando

O. Library Substitute/Page List

1. Jonathan Garofalo
2. Amber Mason
3. Karen Mills

P. Key Roster & Access Code List- ***Exhibit III***

Q. Verification of Time Capsule Location & Contents- ***Exhibit IV***

R. Notary

1. Diane Darling
2. Lindsay Jankovitz

S. Passport Acceptance Agent

1. Diane Darling

XI. Appointment of Standing Committees

Board President, Denise Garofalo, made the following standing committee appointments for 2024-2025:

- **A. Finance:** Benjamin Kolansky & Anita Jean McMonigle
- **B. Personnel:** Denise Garofalo
- **C. Policy Manual:** Denise Garofalo
- **D. Friends of the Library:** Cheryl Werba
- **E. Building & Grounds:** Kelli Kavanaugh
- **F. Automation:** Denise Garofalo
- **G. Planning:** Kelli Kavanaugh
- **H. Liaison to UCLA:** Christina Jennerich
- **I. Nominating:** To be appointed in April 2025, if needed

XII. Appointment of Service Providers

RESOLUTION 5-7-10-23

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to appoint the following service providers for 2024-2025:

VOICE VOTE: 5-0-0 ALL YES CARRIED

A. **Electrical:** Porpiglia Electric
B. **Plumbing:** Royal Class Service
C. **Lawn Maintenance & Snow Removal Combination Contract:** Zambito Lawn Mowing & Maintenance
D. **Fuel Oil & Burner Service:** Depew Oil Company
E. **Minor Repairs & Installations**
    1. Door Control
    2. D.J. Heating & Air Conditioning
    3. Superior Roofing of Saugerties
    4. Safeco
F. **Trash Removal:** LaMela Sanitation

XIII. New Business

A. Signatories

RESOLUTION 6-7-1-24
No updates were made to the Library's bank signatories.

A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to approve the bank signatories for the 2024-2025 fiscal year as follows: Christina Jennerich, Denise Garofalo, Catherine Cosman, Benjamin Kolansky, and Anita Jean McMonigle.

VOICE VOTE: 5-0-0 ALL YES CARRIED

B. 2024-2025 Conflict of Interest & Whistleblower Forms

Board members received both the Conflict of Interest & Whistleblower policies. All board members signed and returned the forms. They will be kept on file at the Library.

XIV. Motion to Adjourn

RESOLUTION 7-7-1-24
At 7:17pm, a motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to adjourn the meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

Respectfully submitted,

Lindsay Jankovitz

- A member may move to adjourn. This motion needs a second, cannot be debated, and takes a majority vote to pass. If a majority do not vote in favor, the meeting continues.
- If all the business of the meeting has been concluded, the chair may say,

"There being no further business, this meeting is adjourned."

- If a riot breaks out, the chair may adjourn a meeting.

Marlboro Free Library

Annual Reorganization Meeting Agenda

Monday, July 1, 2024 at 7:00pm

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Agenda**

V. **Approval of Minutes- Reorganization Meeting- July 10, 2023-** ***EXHIBIT I***

VI. **Affirmation of Nominating Committee Report- Slate of Officers**

VII. **Election of Officers**

- **A. Election of President**
- **B. Oath of Office Administered to Incoming President**
- **C. Election of Vice-President**
- **D. Oath of Office Administered to Incoming Vice-President**
- **E. Election of Secretary**
- **F. Oath of Office Administered to Incoming Secretary**

VIII. **Official Designations**

- **A. Appointment of Library Treasurer**
- **B. Oath of Office Administered to Incoming Library Treasurer**
- **C. Recording Secretary**
- **D. Bank- Key Bank**

E. **Attorney- Daniel Martuscello of the Rusk, Wadlin, Heppner & Martuscello Law Firm & Robert Schofield of Whiteman, Osterman, & Hanna, LLP.**
F. **Auditor- Nugent & Haeussler, CPA**
G. **Ulster County Library Association Representative**
H. **Newspaper- Southern Ulster Times**
I. **Establishment of Meeting Day & Time**
J. **Re-adoption of Policy Manual –on file at the Library, available for review**
K. **Re-adoption of Long-Range Plan of Service –*EXHIBIT II***
L. **Appointment of Records Management Officer**
M. **Record Retention Disposition Schedule**
N. **Library Staff List**
    1. **Christina Jennerich**
    2. **Lindsay Jankovitz**
    3. **Lois Diorio**
    4. **Dorothy Dabro**
    5. **Emily Amoia**
    6. **Diane Darling**
    7. **Brooke Waite**
    8. **Tessa DeBella**
    9. **Ashley Poulin**
    10. **Michelle DeSando**

O. **Library Substitute/Page List**
    1. **Jonathan Garofalo**
    2. **Amber Mason**
    3. **Karen Mills**

P. **Key Roster & Access Code List- *Exhibit III***
Q. **Verification of Time Capsule Location & Contents- *Exhibit IV***
R. **Notary**
    1. **Diane Darling**
    2. **Lindsay Jankovitz**

S. **Passport Acceptance Agent**
    1. **Diane Darling**

X. **Appointment of Standing Committees**

- A. **Finance**
- B. **Personnel**
- C. **Policy Manual**
- D. **Friends of the Library**
- E. **Building & Grounds**
- F. **Automation**
- G. **Nominating**
- H. **Planning**
- I. **Liaison to UCLA**

XI. **Appointment of Service Providers**

- A. **Electrical**
  1. **Porpiglia Electric**
- B. **Plumbing**
  1. **Royal Class Service**
- C. **Lawn Maintenance & Snow Removal Combination Contract**
  1. **Zambito Lawn Mowing & Maintenance**
- D. **Fuel Oil & Burner Service**
  1. **Depew Oil Company**
- E. **Minor Repairs & Installations**
  1. **Door Control**
  2. **D.J. Heating & Air Conditioning**
  3. **Superior Roofing of Saugerties**
  4. **Safeco**
- F. **Trash Removal**
  1. **LaMela Sanitation**

XII. **New Business**

- A. **Signatories**
- B. **2024-2025 Conflict of Interest & Whistleblower forms**

XIII. **Motion to Adjourn**

Respectfully submitted,

Lindsay Jankovitz

EXHIBIT II

MARLBORO FREE LIBRARY

PLAN OF SERVICE

2024-2029

Updates Approved by the Marlboro Free Library Board of Trustees on August 5, 2024

Marlboro Free Library
Board of Trustees
2025-2026

Denise Garofalo, President

Kelli Kavanaugh, Vice President

Cheryl Werba, Secretary

Anita-Jean McMonigle

Benjamin Kolansky

MISSION STATEMENT

The Marlboro Free Library will serve all the people of the Town of Marlborough, and the Marlboro Central School District, which includes Milton, Marlboro, Middlehope, and part of the Town of Plattekill, as a community center for lifelong learning and access to information.

METHODOLOGY

This document is the result of work accomplished by the Marlboro Free Library Planning Committee, established by the Marlboro Free Library Board of Trustees with representatives from the Board, Library and Community. The committee used numerous techniques to develop this plan, and used existing library reports to determine current emphasis and direction. Written public surveys were conducted as well as informal surveys during outreach events. This, along with feedback and interviews with library staff, community members, Board members, educators, and Friends of the Library volunteers proved to be the most useful. The results coupled with committee discussions, provide the substance of this report.

INTRODUCTION

The long-range plan for the Marlboro Free Library (MFL) is an effort to define the goals of the Library and to develop strategies that will support these goals, which come from the all-encompassing mission statement. The roles of the Marlboro Free Library are varied, with an emphasis on service to the community. The Library serves all ages, with special programs for preschoolers, children, young adults, adults and senior citizens. It is an independent lifelong learning and community information center, featuring current materials in a variety of formats. Finally, the Library is a community center for cultural, historical, recreational and educational activities. This plan lists each of the aforementioned roles separately, accompanied by its related goals and supporting strategies.

ROLE-#1 INDEPENDENT LIFELONG LEARNING FACILITATOR AND POPULAR MATERIALS GATEWAY

GOAL- The Marlboro Free Library will serve to:

1. Provide Library users with information and services needed for daily living and decision-making, and personal growth, enrichment, and development.
2. Function as a physical and virtual information center for individuals of all ages who are pursuing self-determined study.
3. Provide current, high-demand, high interest materials in a variety of formats for users of all ages.
4. Protect the intellectual freedom of Library users.

STRATEGIES & ACTIONS-

Update materials in accordance with current library practice.

Purchase print and electronic materials regularly.

Regularly assess and be responsive to the changing needs of the community when determining the selection of materials by seeking feedback from users.

Continue to expand and enrich the collection of electronic information through the evaluation of available online resources and databases.

Provide access to the latest technologies for staff and users, while offering the opportunity for technological instruction at no cost to the user.

Maintain a local history archive inclusive for the Town of Marlborough and selective for the Hudson Valley Region.

Publicize via the Library's newsletter *THE INSIDE STORY*, the Library's website, social media platforms, and local newspapers, the availability of resources for the independent learner.

Develop topical, informational displays that acquaint Library users with available resources.

Schedule throughout the year Library programs on high-interest learning topics and educational and occupational counseling and digital literacy.

Provide and regularly update a user-friendly website designed to maximize user use and awareness of online resources.

Provide staff with tools and continuing educational opportunities to ensure a broad range of knowledge of Library services and resources.

Conduct periodic surveys to canvas community response to and requests for Library services, materials and programs.

Regularly weed and inspect collection to ensure users have access to the most up-to-date and relevant information on a wide range of viewpoints.

Resist all efforts to censor Library resources. Library materials, services, and programming shall not be proscribed or removed because of partisan or doctrinal disapproval.

ROLE-#2 COMMUNITY INFORMATION & ACTIVITY CENTER

GOAL-

1. The Marlboro Free Library will provide community spaces that are conducive to learning, that are inviting, comfortable, clean and safe.
2. The Library will also serve as a center for community programming emphasizing cultural, historical and educational activities.
3. The Library will engage in meaningful (impactful, targeted) fundraising efforts, to insure proper funding of the Community Room expansion and building renovations, for the duration of the multi-phased project.

STRATEGIES & ACTIONS-

Maintain the integrity of the physical building.

Provide space for the community to assemble to participate in public discourse regarding vital issues.

Identify needs of the community and respond with a schedule of social, cultural and recreational programs, accessible to all.

Collaborate with community groups to provide information on support services.

Conduct outreach at community group and educational meetings.

Work with a certified architect and library planner to design an expanded library facility that would meet the needs of the Marlborough community for the 21st century, utilizing adjacent Library-owned properties to provide:

* Space devoted to children's programs.
* Space designated exclusively for community meetings.
* Space that is accessible and safe.
* Flexible space that provides for varied learning experiences, including a multi-media instructional area and quiet study space.
* Space for the Friends of the Marlboro Library to establish a sales outlet for books and fundraising projects.
* Additional staff workspace
* Increased storage

Assess the Library expansion and renovation project budget to determine appropriate fundraising actions, throughout the entirety of the planned project.

Utilize multiple channels for project fundraising efforts, including but not limited to:

* Passive fundraising
* Individual gifts
* Grants
* Special events
* Friends group collaborations

ROLE-#3 PRE-SCHOOLER, CHILD AND YOUNG ADULT DOOR TO LEARNING

GOAL- The Marlboro Free Library will assist students of all ages in meeting educational objectives required as part of a formal course of study and will simultaneously encourage children of all ages to develop an interest in reading and learning, through programs for young people and for parents and children together.

STRATEGIES & ACTIONS-

Publicize the availability of study support materials.

Grow communication between school and Library personnel regarding schoolwork requirements and potential partnerships.

Meet annually with Marlboro Central School District library media specialists to collaborate on after-school, summer reading and Book Club programs to enhance the educational curriculum, school readiness, and to minimize the backslide of student skills during summer break.

Provide early literacy focused programs for infants, toddlers, and preschoolers. Provide STEAM-based hands-on learning, book discussion groups, and after school recreational and social activities for older children that support both print literacy and digital literacy initiatives.

Continue to plan opportunities for outreach by scheduling visits to community nursery schools. Arrange school visits to varied grade levels for book talks by the Library's Youth Services Librarian, and provide in-house visitation opportunities for local classes and civic groups.

Publicize early literacy programs, such as the 1000 Book Project, and the availability of board books and manipulative toys appropriate for babies and toddlers.

Disseminate literature to caregivers espousing the importance of early literacy practices.

Offer inclusive programs for learners of all abilities.

Develop and maintain a robust physical and digital collection for youth that supports and encourages learning.

****

EVALUATION AND CONTROL

Approved by the Board of Trustees of the Marlboro Free Library at a regularly scheduled meeting, this Plan of Service developed for a five-year period will be:

Subjected each year to review by the Library Director to determine if the goals are being met, strategies are being implemented or revised recommendations need to be forwarded to the Planning Committee and the Board of Trustees.

Annually reviewed by the Planning Committee chair appointed each July by the President of the Board of Trustees.

Annually readopted or amended by the Board of Trustees at its Annual Reorganization Meeting in July.

Denise Garofalo
President, Board of Trustees

Lindsay Jankovitz, Director
Marlboro Free Library

Tessa DeBella, Librarian
Marlboro Free Library

Kelli Kavanaugh
Committee Member

MFL DIVERSITY STATEMENT

Vision: The Marlboro Free Library is an inclusive, welcoming community resource that strives to meet the diverse needs of all Marlboro School District residents.

Libraries are committed to following the values of our profession as set forth by American Library Association (ALA). These values include equity, diversity and inclusion, social responsibility, and lifelong learning. The staff and Board of Trustees of the Marlboro Free Library join with ALA and the New York Library Association in declaring that we stand against racism and systemic injustice in all forms. We believe every life is valuable and that all people should be treated with respect and dignity. We reject policies and practices that promote discrimination and work to provide a library collection that reflects a broad spectrum of the human experience. We strive to promote social justice within our community by providing a safe and welcoming environment for people to explore ideas that differ from their own and gain new knowledge and skills.

Definitions

The Library recognizes the following definitions to describe inclusion, diversity, equity, and accessibility in this statement:

Inclusion is the intentional creation of spaces and services with diversity in mind, to enable all individuals to succeed and thrive.

Diversity is the differences inherent in individuals. This includes, but is not limited to, ability (cognitive and physical), age, cultural background and values, ethnicity, gender, language, nation of origin, race, religion, sexual orientation, socioeconomic status, and the intersectionalities therein.

Equity is social justice, and the fair treatment of individuals, based on their individual and diverse needs, viewed through the lens of historical power structures and social norms.

Accessibility is building equitable access to our collections, services, and spaces for all library users, and accommodations where accessibility isn't possible.

Importance

Inclusion, diversity, equity, and accessibility are values we hold deeply at the Library. Yet we acknowledge that simply believing in these values is not enough to create change. It is only through our collective action toward a shared vision for a better future that substantive change will be realized.

We understand there are barriers to success for Black, Indigenous, and people of color (BIPOC) and marginalized groups. Additionally, libraries in general, as well as the Marlboro Free Library, have had a role in the creation and perpetuation of these barriers.

To create the change we want to see, we need an ongoing process for direct action and critical reflection on our own shortcomings.

Aspirations

Create a powerful learning community, a welcoming space where all patrons can access the information necessary to achieve their personal and professional goals.

Actively reject acts of intolerance and hate. Preserve the rights and safety of those who visit and work in the Library, and use the Library's resources and services.

Identify and combat the ways systems of oppression manifest throughout libraries, librarianship, and the systems therein.

Commitments

We commit to the intentional creation of spaces and services, both in-person and online, with inclusion, diversity, equity, and accessibility in mind.

We will continue to make technology accessible to help bridge the digital divide.

We will continue to train staff at all levels in the organization on topics of Equity, Diversity, and Inclusion.

We commit to fostering a more diverse workforce by re-examining and changing our recruitment, hiring, training, and staff development practices.

We will continue to regularly evaluate Library programs and collections to ensure we are meeting our patrons' needs, and commit to develop additional programing to raise awareness and educate the community on Black history in the United States, racial equity, and anti-racism.

We commit to being transparent about, supporting, and making visible, the inclusion, diversity, equity, and accessibility work that happens within the Library.

We commit to listening to, and taking guidance from BIPOC and marginalized groups in our broader communities (our Library, all libraries, Marlborough, Ulster County, and the state of New York) to create a space for learning that is safe physically, emotionally, and intellectually.

Based on statements from libraries in Alabama, Illinois, Maryland, Massachusetts, Minnesota, New York, and Texas

Added to Plan of Service February 2022

Marlboro Free Library Land Acknowledgement Statement

As part of our commitment to addressing the ongoing legacies of dispossession and settler colonialism, as well as our relationships with the town, the land, and the environment, the Marlboro Free Library has written the following land acknowledgment *statement:*

The Marlboro Free Library acknowledges the Native Nations that have inhabited this land for centuries.

The Library acknowledges the sovereignty of these nations and seeks to foster an environment of success and possibility for Native American students and patrons.

Based on land acknowledgements from Arizona, Illinois, and New York

Added to Plan of Service, February 2022

KEY INVENTORY- JULY 2025

EXHIBIT III

Marlboro Free Library

AUTOMATIC DOORS

Interior

1- Lindsay Jankovitz
1- Circulation Desk
1- Michelle DeSando

Exterior

1- Lindsay Jankovitz
1- Circulation Desk

MAIN LIBRARY

One key each (Lindsay Jankovitz has the only master key).

Lindsay Jankovitz
Dorothy Dabro
Tessa DeBella
Michelle DeSando
Lois Diorio
Marlboro Fire Department Lock Box
Jonathan Garofalo
Elizabeth Ferrer-Alfonso
Diana Burke
Ashley Poulin
Brooke Waite
Sydney Corwin
Mid-Hudson Delivery Service

FURNANCE ROOM

Central Hudson Gas & Electric Company

LIBRARY BOOK BARN

Lindsay Jankovitz

Friends of the Marlboro Library's President

Ashley Poulin

ACCESS CODE HOLDERS AS OF 7/1/2025

Lindsay Jankovitz

Dorothy Dabro

Tessa DeBella

Michelle DeSando

Lois Diorio

Jonathan Garofalo — Mid-Hudson Delivery Service

Sydney Corwin — Fire Department Lock Box

Ashley Poulin — Elizabeth Ferrer-Alfonso

Brooke Waite — Diana Burke

LIBRARY GROUPS

Friends of the Marlboro Library

mw1:keyinventory2024

MARLBORO FREE LIBRARY

Box 780 Marlboro, New York 12542

Telephone 914 - 236.7272

EXHIBIT IV

CORNERSTONE CONTENTS

January 18, 1988

First 1988 issue of the SOUTHERN ULSTER PIONEER.

Copy of each monthly Library "Grapevine" published in 1987.

Business cards from Peter Hoffmann, Project Architect
Eugene DiLorenzo, General Contractor
Nugent & Roth Mechanicals - Plumbing Contractor
Bragg Electrical - Electrical Contractor
D.J.Heating & Air-Conditioning - Heating/Air-Conditioning Contractor

Photograph of Board Members and Dedication Plaque:
Joanne Pagnotta - President
Raymond Leduc - Vice-President
Lenore Giansante - Secretary
Martin Gordon
Richard Paolo

List of the Staff of the Marlboro Free Library.

Copy of the 1987-88 Marlboro Free Library Budget.

Copy of January 4, 1988 Board Meeting Agenda, Director's Report, Bill Schedule, Financial Reports, etc.

Photograph of Project Architect Peter Hoffmann with his model of the expanded Library building.

Newspaper clippings of State/National Events

Copy of Proclamation celebrating 200th Birthday of the Town of Marlborough

Photograph of the Library building prior to expansion.

Clippings of newspaper articles concerning the expansion.

Copy of The Rascal's Report, Volume I, No.1 published as part of a Children's Program sponsored by the Library.

Library Journal article, December 1987.

Time Capsule Location

1988 Cornerstone

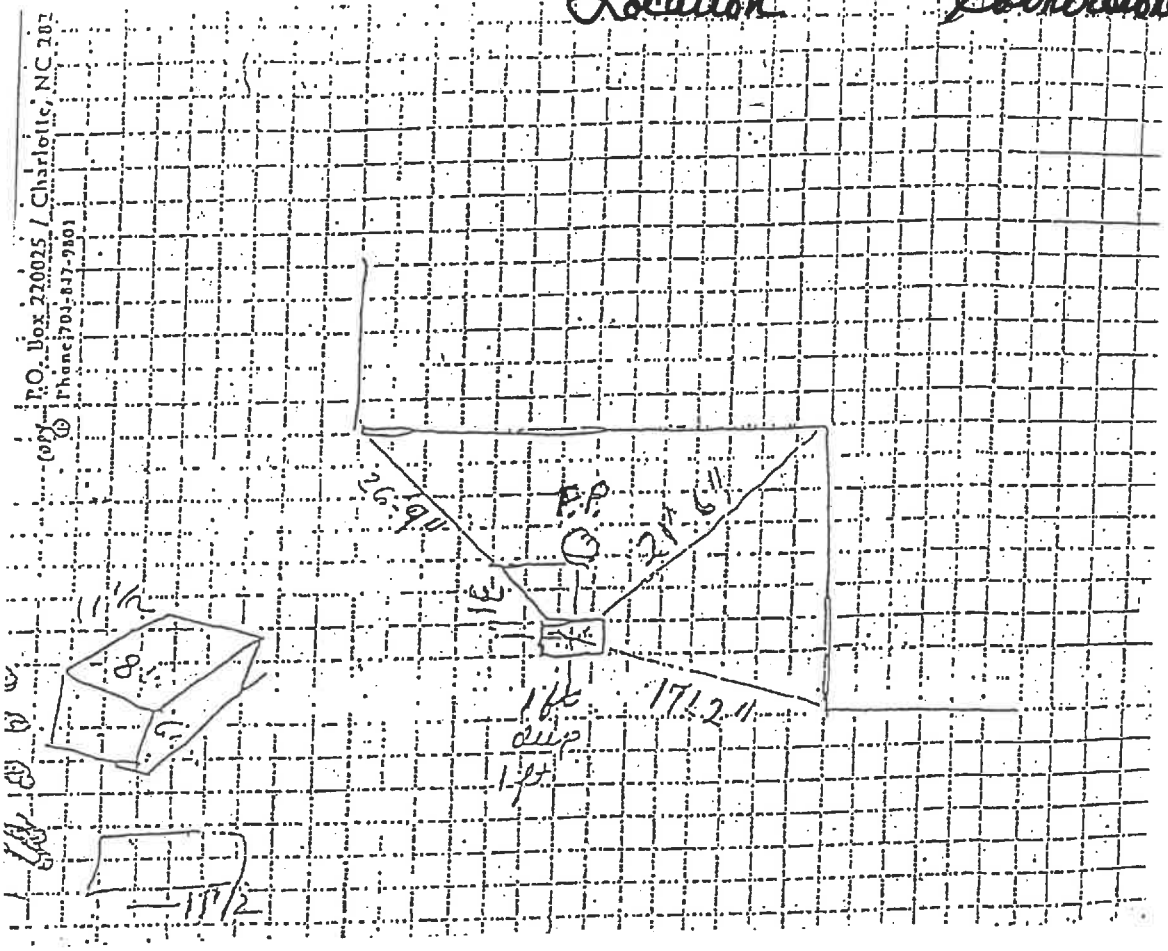

EXHIBIT V

Marlboro Free Library

Basic Facility Plan

July 2025

1. Useful Life Maintenance & Replacement Schedule:

Area/Item	Age	Preventative Maintenance Schedule	Responsibility	Projected Replacement Schedule	Notes
Roof	*2020*	*Annual Visual Inspection*	*Director*	*20-25 years (2040-2045)*	*25 Year warranty*
Furnace	*2010*	*Annual Cleaning & Inspection Every August*	*Director*	*2025-2030*	*15-20 year life expectancy/Limited Lifetime Warranty*
Parking Lot & sidewalks	*2016 – Rt 9W side 1989 – West St side*	*Regular Visual Inspection*	*Director*	*As needed*	
Heating, Ventilation & Air Conditioning Units	*2016 (2 units) 2010 (1 unit) 2015 (2 units)*	*Annual Maintenance/Service Contract*	*Vendor*		*5 units – See attached*
Well/Municipal Water Connection	*N/A*	*Town Water Department Annual Inspection*	*Town of Marlborough*	*N/A*	
Oil Tank/Other type of heating fuel receptacle	*2013*	*Annual Cleaning & Inspection*	*Vendor*	*2043*	*30 year limited warranty*
Septic/Sewer Connection	*1979*	*Town Water Department Annual Inspection*	*Town of Marlborough*	*Town Upgrades*	*N/A*
Electrical System	*1979 1989*	*Electrician Inspection*	*Vendor*	*As Needed*	*N/A*
Windows	*1979 1989*	*Visual Inspection*	*Director*	*As Needed*	*N/A*
Doors ***Sliding Doors***	*1979 1989 2018*	*Visual Inspection* *Visual Inspection*	*Director*	*As Needed* *2032-2038*	*N/A*
Carpeting/Flooring	*2012 1997*	*Regular Visual Inspection*	*Director*	*2027/2017*	*Carpet replaced in 2012. Laminate installed 1997. 20 year life expectancy*
Foundation	*1979 1989*	*N/A*	*Director*	*N/A*	*Concrete Slab – 1979 original building 1989 expansion*
Outdoor Lighting	*2014*	*Regular Visual Inspection*	*Director*	*2034*	*All outdoor lighting upgraded to LED in 2014*
Fire Suppression System	*N/A*				*N/A – Alarm only – no sprinklers or suppression system.*
Central Vacuum	*1987 2017*	*Annual Visual Inspection Replaced Motors*	*Custodian*	*- 30 years*	
Hot Water Heater	*2024*	*N/A*	*Custodian/Director*	*10-15 years*	*Limited Warranty*

2. Assessments & Projects:

Accessibility Assessment:

Parking spaces and ramps need upgrading. Restrooms should be renovated to be single user, non-gender specific and fully ADA accessible.

Energy Conservation Assessment:

Energy saving initiatives, including the upgrade of all indoor and outdoor lighting to LED were completed prior to the NYSERDA energy audit conducted in 2014. A NYSERDA energy audit was also completed in 2019 & 2023. Results of audits were overall positive. Areas for improvement include the installation of weather-stripping, temperature controls and a clean heating system. All of which will be addressed in the upcoming building renovation and total system upgrades. Assessment of facilities and building envelope for other energy conserving opportunities is ongoing. New roof installed in 2020 holds energy efficient features.

Safety & Code Compliance Assessment:

Annual insurance and fire inspections are conducted. No current improvements required. Suggestions include leveling of accessibility ramps. Additional storage needs should be considered in an effort to prevent overcrowding of materials and supplies in staff workroom, increasing staff safety.

Space Needs Assessment:

Ongoing assessment of future space needs. Current needs include an increase in the square footage of flexible programming space, the number of adequately sized staff workstations, and housing for special collections (i.e. item lending, local

history). In addition, the need for proper storage space of moveable furniture and technology equipment, and the need to accommodate the growth in community requests for meeting, independent learning, and tutoring spaces, as well as quiet areas. The creation of a dedicated children's room is priority. These needs should all be addressed near-term.

3. Prioritized Project List:

Timing	Description	Original Estimated Cost	Updated Cost 2025
2 years	*Expansion/renovation to provide improved ADA accessible entry/vestibule area and expansion of the current community room to increase accessibility and services for all library patrons and the community at large.* *Desirable outcome includes an increase in square footage to allow for program flexibility and community use, substantial storage for furniture and materials, modernized technology/learning capabilities, a fully accessible ADA vestibule and Friends storage area.*	*$930,493 (BRM Master Plan/Construction Grant #1)*	***$4,043,665.23 to complete the full Prioritized project List***
2 years	*Improvements and renovations to the circulation desk and staff work areas, with emphasis on ADA accessibility, staff efficiency, storage and safety.* *Desirable outcomes include additional staff workstations, ADA accessible circulation desk, materials storage, small conference/local history reading room.*	*$595,151 (BRM Master Plan/Construction Grant #2)*	
2 years	*Energy efficient upgrades to all Library Systems: plumbing, mechanical, electrical.* *Desirable outcomes include public restrooms that are fully ADA accessible, single user, gender neutral and family friendly. Replacement of all HVACs for energy efficiency. Installation of new LED lighting with occupancy controls. Increased electrical service to the building.* *Renovate/modernize public restrooms* *Desirable outcome includes dedicated children's room, storage room, technology/learning center, and additional staff work area.*	*$724,300 (BRM Master Plan/Construction Grant #3)*	
2 years	*Renovate handicap parking spaces/ramps, parking lot resurface, railings*	*$260,000 (BRM Master Plan)*	
3 years	*Construction of dedicated children's program room and teen space.* *Desirable outcomes are a programming room for youth that allows for hands-on learning opportunities and STEAM programs, and a teen space that houses a YA collection and opportunities for learning and socialization.*	*$715,689 (BRM Master Plan)*	

ATTACHMENT:

PETE KLUGE FROM D.J. HEATING & AIR-CONDITIONING, MARLBORO, NY PREPARED THE FOLLOWING: (His documentation is on file under HVAC UNITS)

2 – Carrier Roof Top Units – INSTALLED 4/29/2016 (Warranty: 1 yr. parts/5 yrs. Compressors) Average life expectancy: 12-15 years.

3 - York Roof Top Units:

(1) INSTALLED: 2/12/2010 (Warranty 1 yr. parts/5 yrs. compressor over Community Room)

(2) INSTALLED: 7/3/2015 (1 yr. parts/5 yrs. Compressors over Children's area & Office)

Average life expectancy: 12-15 yrs.

mw#2/hvacunits

Marlboro Free Library

Conflict of Interest Policy

The Marlboro Free Library Board of Trustees believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the financial interests of the Board of Trustees, employees, and committee members of the Marlboro Free Library do not conflict with public trust. The purpose of this Conflict of Interest Policy is to protect the interest of the Marlboro Free Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its board members, employees, or committee members. This policy is intended to supplement but not replace any applicable federal, state, or local law.

1. Definition: "Conflict" or "Conflict of Interest." Use by a board member, employee, or committee member of the authority of their position or any confidential information received through their position for the pecuniary benefit of themselves, a member of their immediate family, or a business with which they are a member of or their immediate family is associated.

2. A board member, employee, or committee member shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which they are financially interested either as an employee, partner, or principal, or has any ownership interest in the entity, except for the services for which a board, employee, or committee member is specifically retained. Nor shall a board member, employee, or committee member participate in any decision or recommendation involving the Library where such persons shall have a direct or indirect financial interest.

3. Any board member aware of a personal conflict of interest regarding a matter coming before the Board of Trustees shall bring this to the attention of the Board. The President of the Board shall rule as to whether the declaration constitutes a conflict. If a conflict exists, the board member shall not vote on the matter and shall excuse themselves from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points will be recorded in the minutes of such meetings.

4. When a board member perceives that another board member, employee, or committee member has a conflict of interest that has not been declared, the Board of Trustees may request the President to rule.

5. In the event that the President has a conflict or perceived conflict, the Vice-President will fulfill the role of investigating and ruling on the conflict.

6. Each board member, employee, and committee member shall annually sign a statement which affirms that such person (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, (c) has agreed to promptly disclose in writing any such interest, activity, or gratuity which may arise in the future while serving as a Board of Trustee, employee, or committee member.

   Any conflict of interest brought to the attention of the Board of Trustees shall be dealt with by the Board in accordance with this policy and applicable law.

Based on policies of libraries in Kentucky, Michigan, and New York.

1st Reading: 7/1/2014

2nd Reading: 9/8/2014

Revised: 10/03/2022

Marlboro Free Library

Conflict of Interest Policy Disclosure Form

This form must be filed annually by all Board of Trustees, employees, and committee members, as identified in the Marlboro Free Library's Conflict of Interest Policy.

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest(s) to report (please specify):

_____
_____
_____
_____
_____
_____
_____

The undersigned, by their affixed signature, note they have received this policy and certify that they will promptly disclose in writing to the Marlboro Free Library Board of Trustees any such interest, activity or gratuity which may arise in the future while serving as an employee, member of a committee, or board member.

_____

Signature

_____

Printed Name

_____

Date

Whistleblower Policy

Introduction
In keeping with the policy of maintaining the highest standards of conduct and ethics, the Marlboro Free Library will investigate any suspected fraudulent or dishonest use or misuse of Marlboro Free Library's resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct, i.e., to act as "whistleblower," pursuant to the procedures set forth in this policy.

Each board member, employee, and committee member shall annually sign a statement that such person [a] has received a copy of the Whistleblower policy, [b] has read and understands the policy, [c] has agreed to comply with the policy.

Reporting
It is the responsibility of the staff and trustees to comply with Marlboro Library Policies and all local, state, and federal laws and regulations, and to report any factual information based on unethical, dishonest, misrepresentative, or unlawful conduct.

The Marlboro Free Library encourages all staff and trustees to report any questions, concerns, suggestions, or complaints promptly. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the Library Director. If, for any reason, a person finds it difficult to report their concerns to the Library Director, the person may report the concerns directly to the library's Board of Trustees. Alternatively, to facilitate reporting of suspect violations where the reporter wished to remain anonymous, a written statement may be submitted to either the Library Director or the Board of Trustees. If unsatisfied with the response, or if it would be inappropriate to speak to the Library Director, the Board of Trustees shall be advised.

The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition, or resolution of the issue. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then they have the right to report the event to the appropriate legal or investigative agency

Definitions
Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by the Marlboro Free Library, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- Forgery or alteration of documents.
- Unauthorized use or manipulation of computer files.
- Fraudulent financial reporting.
- Pursuit of a benefit or advantage in violation of the Marlboro Free Library's Policies and Bylaws
- Misappropriation or misuse of the Marlboro Free Library's resources, such as funds, supplies, or other assets.
- Authorizing or receiving compensation for goods not received or services not performed.
- Authorizing or receiving compensation for hours not worked.

Whistleblower: An employee, consultant, or volunteer who informs the Library Director, or the Board of Trustees, about an activity relating to the Marlboro Free Library that person believes to be fraudulent or dishonest.

Rights and Responsibilities

The Director and/or the Board of Trustees are required to report suspected fraudulent or dishonest conduct. The Library Director is the Marlboro Free Library's designated whistleblower's reporting employee. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations.
- Premature notice to persons suspected of misconduct and/or disclosure or suspected misconduct to others not involved with the investigation.
- Violations of a person's rights under law.

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. The Library Director, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or follow-up step on their own. Accordingly, the Library Director who becomes aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution.
- Should not discuss the case with attorneys, the media, or anyone else other than the Board of Trustees.
- Should not report the case to an authorized law enforcement officer without first discussing the case with the Board of Trustees.

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person. Investigations may warrant investigations by independent persons such as auditors and/or attorneys.

No Retaliation

This policy is intended to encourage and enable employees and volunteers to raise serious concerns within the organization for investigation and appropriate action. No employee of the library or volunteer who in good faith reports a violation of the library's policies or of any law, regulation or policy shall suffer harassment, retaliation or adverse employment consequence. Any employee who retaliates against someone who has reported a violation in good faith shall be subject to discipline up to and including termination.

Based on policies at libraries in Pennsylvania, Kentucky, New York, and Ohio

1st Reading: 9/9/2013
2nd Reading: 11/4/2013
Revised: 10/03/2022

Marlboro Free Library

Whistleblower Policy Acknowledgement / Certification

(Must be completed by Board of Trustees, employees, and committee members)

I, _____, hereby certify that:

a. I have received a copy of the Marlboro Free Library's Whistleblower Policy
b. I have read and understand this policy; and
c. I agree to comply with this policy.

Signature:_____

Date:_____

Based on policies from libraries in New York